



Little River Band of Ottawa Indians
Tribal Government
375 River Street
Manistee, MI 49660
(231) 723-8288

Title: Physician Assistant Health Department

Summary

Provides independent acute and/or routine medical care to a specified outpatient population under general supervision of the Little River Band of Ottawa Indians Clinic Physician. Abides by established protocols and the FHS Principles of Practice.

Required Knowledge & Certification:

- ❑ Bachelor of Science Degree (i.e. medical, sociology, psychology fields)
- ❑ Graduated from an accredited Physicians Assistant Post Graduate Program
- ❑ State of Michigan Certified Physicians Assistant License
- ❑ CPR Certified
- ❑ Certification by the National Commission on Certification of Physicians Assistants

Preferred Knowledge & Certification:

- ❑ A minimum of five years experience directly related to the duties and responsibilities specified
- ❑ Knowledge of primary care principles
- ❑ Knowledge of patient care, charts, and patient histories
- ❑ Knowledge of drugs and their indications, contraindications, dosing, side effects, and proper administration
- ❑ Knowledge of CPR and emergency medical procedures
- ❑ Knowledge of clinical operations and procedures
- ❑ Knowledge of Resource Patient Management System (RPMS) (Must be obtained within six months of hire)

Required Skills:

- ❑ General computer skills necessary to meet the requirements of the position (Must be able to pass basic skills test before hire)
- ❑ Good organizational skills
- ❑ Good written and verbal communication skills
- ❑ Good interpersonal and teamwork skills
- ❑ Accurate and detail-oriented
- ❑ Good problem solving skills
- ❑ Proficient medical office/clerical skills

Required Abilities:

- ❑ Ability to perform medical examinations using standard medical procedures
- ❑ Ability to react calmly and effectively in emergency situations
- ❑ Ability to clearly communicate medical information to professional practitioners and/or the general public
- ❑ Ability to maintain quality, safety, and/or infection control standards
- ❑ Ability to make administrative and procedural decisions
- ❑ Ability to observe, assess, and record symptoms, reactions, and progress
- ❑ Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment

Salary: This is a Level 7 position (\$50,606 - \$86,216); Exempt – Salary– Weekly pay

Individuals, who are interested in the above position, please submit a resume and completed application to the Human Resource Department, at the address above. Questions should be directed to the Human Resource Department.

Tribal Preference will apply according to Tribal policies.

Conditions of employment with The Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation, and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted 07/20/10

POST UNTIL POSITION IS FILLED